



Employment Opportunity Executive Assistant / Office Administrator

Competition #: HR201905-002

Communities: Iqaluit

Number of available position: 1

Department: Executive

Status: Indeterminate

Annual Salary: Starting at \$82,834.32

Start Date: As soon as possible

The Nunavut Planning Commission invites applications for the position of Executive Assistant / Office Administrator to be located at the Commission's office in Iqaluit. The Nunavut Planning Commission is an Institution of Public Government established under the Nunavut Agreement.

Reporting to the Executive Director and under the supervision of the Director of Finance, the incumbent is responsible for providing executive support, financial support, administrative support and clerical support, project coordination and systems data management and storage.

The ideal candidate will have a post-secondary education degree in **Business Administration with a minimum of five years related work experience**. Coursework in organizational practices or human relations would be an asset. A combination of education, knowledge, skills and abilities may be considered as equivalent to the formal education and experience requirements stated above.

We are looking for a candidate with the following knowledge, skills and abilities:

- Strong communication (both oral and written) skills
- Strong planning, organization and prioritizing skills
- Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
- Data entry and administration/systems skills
- Desktop skills including Word, Excel, PowerPoint, etc.
- Analytical and problem-solving skills
- Maintains performance despite occasions of stress of the job
- Able to use all common office equipment including transcript recorder, fax, telephone, mail/stamp machine, photocopier and scanner
- An acute appreciation of the need for accuracy and meeting timeline/deadline requirements
- Work well as an active member of a multi-disciplinary team
- Able to communicate professionally with staff members, Commissioners, contractors and the general public
- Maintain the highest levels of confidentiality and professionalism
- Maintain focus and performance while dealing with frequent interruptions and changes in priorities
- Work independently – motivated, self-starter

Priority consideration will be given to qualified applicants who are Beneficiaries of the Nunavut Agreement, individuals with 5 or more year's residency in Nunavut, and to individuals who are fluent in English and Inuktitut or Inuinnaqtun. Candidates must clearly identify their eligibility.

This position has a **Competitive Salary and Benefits package**

Deadline for Application is May 31, 2019, 5:00 pm EST. If a suitable candidate is not found the job competition remains open until filled.

Please submit a cover letter and résumé, in confidence, to:

Attn: Audrey Mainville

Phone (867)979-3444 Fax (867)979-3443

E-mail HR@nunavut.ca

We thank all applicants; however, only those selected for an interview will be contacted.